



TOWN OF SHIRLEY

EMPLOYEE SELF EVALUATION

You have been scheduled for a Performance Evaluation on _____ with _____. Staff members are encouraged to conduct this voluntary self-evaluation. The purpose is to encourage you to reflect on job performance and to provide an opportunity for you to inform your supervisor/reviewer of work accomplishments. It also provides you the opportunity to alert the Town to barriers hindering your work quality. It is recommended that you complete the self-evaluation and provide it to your supervisor/reviewer in advance.

Employee Information

Employee Name:

Date:

Job Title:

Department:

Review Period: **From:**

To:

EDUCATIONAL AND CAREER DEVELOPMENT: Have you participated in professional development in this past year? If so, please outline what and how it helped in the performance of your job. What skills, abilities, and/or knowledge have you obtained in the last year to do your job more effectively?

ACCOMPLISHMENTS: List your most important achievements in this past year.

GOALS: Comment on your progress in achieving your goals for the most recent review period.

GOALS FOR COMING YEAR: Please list what you would like to discuss as your goals for the coming year. Consider all aspects of your job in which you feel you need more experience or training.

OTHER COMMENTS

What other comments would you like to discuss regarding your performance? For example: Are you being adequately challenged in your job? Does your job allow you to fully utilize your skills and abilities?

Employee Signature

Date